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4 December 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report
30 November - 4 December 1970

GENERAL

25X1A9a 1. [REDACTED] new Chief of FE [REDACTED] 25X1A8a
Operations, about coverage of the [REDACTED] target in CS training. [REDACTED] 25X1A8a
25X1A14a wants to work closely with the Ops School and [REDACTED] on treatment 25X1A9a
of the subject in the [REDACTED] Course, the COS Seminar, BOC 25X1A6b
25X1A9a and AOC. He and [REDACTED] are getting together next week to discuss
the last two courses.

2. I debriefed three ALT instructors who had returned from three different TDY training programs. Two of the three went quite smoothly; the other had some rough spots because of current political turmoil, but the instructor accomplished what he could under the circumstances.

STAFF TRAINING BRANCH

3. The CI Ops Course, scheduled to begin 7 December, was cancelled due to lack of students. On the morning of 3 December there were four students enrolled, and by mid-afternoon two of these had cancelled. CI Staff, DDP/TRO, and scheduled guest lecturers, as well as the remaining students, were so notified.

4. On 1 and 2 December [REDACTED] ran a seminar at [REDACTED] on source acquisition. Experienced CS ops officers from all area divisions, recruitment agents.

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C. Regarding the reduced CS attendance in the Covert Action Operations Seminar, DC/CA asked [REDACTED] to give him a draft memorandum, for C/CA's signature and addressed to the Chiefs, Operating Divisions, inviting their attention to the next such seminar (scheduled for 17 - 20 January 1971). This was done on 1 December.

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D. [REDACTED] has been appointed Doctrine and Training Officer for the CA Staff.

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7. In organizing the CS day (Thursday, 17 December) in the FSI Intelligence and Foreign Policy Course, [REDACTED] talked with Mr. Kattenburg, course coordinator, on 1 December. Mr. Kattenburg produced a list of 24 participants. It includes 18 FSO's (two FSO-2's, one FSO-3, five FSO-4's, nine FSO-5's, and one FSO-6) and six others (FSR, FSSO, and GS's). In the course of conversation, Mr. Kattenburg noted three courses held by FSI that reflect an interest in the behavioral approach to politics: Computers and Foreign Affairs, Quantitative Methodology in Political Science, and Elementary Political Analysis. Mr. Kattenburg commented that the FSI would welcome a CIA participant in one or more of these courses. The Operations School will look into this and perhaps monitor one of these courses to determine its relevance to CIA.

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8. On 6 November [REDACTED] gave a two-hour presentation on Field Files to the BOC [REDACTED]. This is the only formal records instruction in the schedule at present, and is intended to supplement the records training already given to all CSCT's by emphasizing the use of a common records system in both Headquarters and the field. Since only half of the BOC students had had any records training, however, the CSCT's and RID graduates were dismissed at the end of the first hour and the remaining students were given a cram course in the CS records system during the rest of the time.

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All students were given a set of basic machine lists, facsimiles of those which are sent regularly to all stations, for insertion in the live problem notebook. Copies have also been provided for all BOC instructors. These will be used as aids in setting up file numbers to operational correspondence. The lists were prepared by [REDACTED] in coordination with [REDACTED] working from information in the LP Notebook, and were run off in bulk at the RID/Automatic Data Processing facility.

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[REDACTED]
on 17 November to discuss any problems which might arise in using the lists, and to work out a general briefing for the exercise in which they will first appear. Some modifications were suggested in the 201 lists; these will be completed and the revised lists will be in [REDACTED] hands before 1 December.

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The question of how to provide a workable station index for [REDACTED] was discussed, taking into consideration the fact that it must be available at all hours and that it must be capable of continuous update. The solution appears to be similar to that which has already proved workable in Field Ops Familiarization. We will provide a box of approximately a thousand cards for each of the home rooms, plus a master collection for the Chief Instructor, BOC. These cards will be prepared on a Flexowriter, which produces a master tape at the same time. This tape will be used to produce a new collection annually, adjusting the dates to correspond with those in the LP Notebook. The cards can either be used by the students "as is" for index check in the course of their exercises, or the instructors can "salt" the collection with appropriate cards as occasion demands. [REDACTED] is investigating possible problems in machine reproduction of the cards and

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25X1A9a [REDACTED] is visiting offices in the CS which seem likely to have suitable examples on which our notional index cards can be based.

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[REDACTED] has received a draft copy of the CS Name Trace Handbook, prepared by [REDACTED] of the DDP/RMO office. This handbook is intended as a guide for use by CS operations officers and intelligence assistants who are involved in biographic research. This draft, which represents several months of research, is being circulated for editorial comments and suggestions. [REDACTED] is examining it, not only for editorial comments, but also as a possible addition to the materials in CS Records II.

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9. On 30 November [REDACTED] addressed the students in the TSD Equipment and Techniques Course, at the invitation of [REDACTED] Course Coordinator. The objective of the lecture was to point out the problems faced by a CS case officer in the field, and to show how TSD can help him in the fields of clandestine investigation, cover, documentation and clandestine communications. There were ten in the class, and the instruction was given in a seminar fashion. [REDACTED] requested that we participate in future runnings of this course on a regular basis and envisages three per year.

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OPERATIONS SCHOOL LIBRARY

25X1A9a 10. [REDACTED] on 3 December briefed six
of the ten participants who are scheduled to attend the Training Evaluation
25X1A6b Seminar at [REDACTED] during the period 9 - 10 December. Four par-
ticipants were not available for the briefing due to other commitments and
will be briefed separately at a later date.

Prior to the briefing sessions, each participant was sent a Training
Evaluation Questionnaire for purposes of collecting preliminary data. To
date three questionnaires have been returned and are being evaluated.

AGENT AND LIAISON TRAINING BRANCH

11. Three programs involving seven trainees were conducted, two
in Washington and one TDY.

25X1A9a 12. On 30 November [REDACTED] briefed the CS Training Advisory
Committee on ALT's capabilities, programs and problems.

25X1A9a 13. [REDACTED] are at [REDACTED] where they 25X1A6b
will be participating in practical exercises in the Basic Operations Course
through 22 December.

OTHER

14. We recently promised to submit a Weekly of seven pages. Even
with the obvious padding in this one we found this difficult to do. But we
have provided an additional service: these are Ops School paper clips,
not EA's.

[REDACTED]
Chief, Operations School/TR

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